

# *III CORPS NCO ACADEMY*

*FT HOOD, TX 76544*



WLC BARRACKS SOP

UPDATED 22 March 2007

III CORPS NCO ACADEMY  
WARRIOR LEADER COURSE  
FORT HOOD, TEXAS 76544

ATZF-NCOA-BC

22 March 2007

MEMORANDUM FOR ALL PERSONNEL CONCERNED

SUBJECT: Academy Billets Standard Operating Procedure (SOP)

Purpose: This SOP establishes guidelines for setup and maintenance of the Academy area. Inclusive within this SOP are the students' rooms, common areas, facilities, and outside areas.

Applicability: This SOP applies to all cadres, staff and students assigned to the academy. All are required to adhere and enforce the requirements of this SOP.

Objective: The overall objective of this SOP is to first ensure the highest sanitary and cleanliness conditions within the Academy. Second to ensure uniformity is being met by all personnel.

1. **Room Setup:**

- a. The bunk will be made daily with the exception on the day linen is exchanged in which the bunk will be stockade. When made the bunk will have a neat, tight, free of wrinkles and debris appearance. The corners of the blanket will be made with a 45-degree angle. The blanket will have a white collar of approximately 6 inches in width (about the size of a dollar bill) and flushed with the bottom edge of the pillow. The "U.S." symbol will not be seen.
- b. The pillow will be displayed with a flat and smooth appearance. The open end of the pillow will face the window and will be folded neatly with all four corners complementing each other.
- c. When stockade the blanket will be folded neatly, flat and aligned evenly at the head of the bed. The blanket is to be folded the width of the bed and approximately the width of the pillow. The blanket will be placed on the bottom of the pillow. The inspection sheet will be placed neatly on top of the pillow. The mattress cover will remain on the mattress with the ties towards the foot of the bed. Tied, wrinkle free and tight.
- d. Footwear will be displayed as worn. They will always be clean, highly shined and laced (tucked in) as applicable. Everyone will have their foot display under the bunk on the side towards the wall locker. All but the first bunk will have their foot display facing the door of the room. The first bunk will have their foot display facing the window. The alignment of the footwear from against the rail is boots, running shoes, and shower shoes. Whenever a pair of shoes is removed all others must be shifted down. All footwear toes will be evenly aligned with the rail of the bed (or the line of the floor tile if aligned also), and with all shoes touching side by side.

- e. Items that are to be displayed on the rail of the bunk will be placed on the rail closest to the wall lockers. Everyone's display will be on the same level with each one evenly aligned. The laundry bag will be centered with the drawstrings forming an "X" on the top of the bag and the excess tucked in. To the left of the laundry bag will be a towel folded in thirds and to the right will be a washcloth folded in half with the opening towards the window. These items will be neatly folded with all edges aligned.
- f. Windows and blinds are to be closed when you leave for training for the day, to include PT. The blind is to be completely down, resting on the windowsill and with the flaps turned downward.
- g. When leaving the room turn off the light.
- h. Overall the room is to be clean at all times. The floors will be swept and mopped daily, WAXED as necessary. The window will be cleaned and shined only on the inside, except for the first floor. Everything within the room is to be dusted and cleaned daily to ensure good sanitary and living conditions.

NOTE:

- 1. Do not limit the cleaning only to the items indicated. Everything within the room i.e. light fixtures, walls, bed frames, top of wall lockers, door hinges, etc. are subject to be inspected for cleanliness.
- 2. **Do not leave anything plugged in the room** i.e. clocks, chargers, etc. These items must be secured.
- 3. Do not leave any trash in the room. Trashcans are to be kept upright, cleaned inside and out and placed behind the door in the corner.
- 4. Do not leave any cleaning supplies in the room.
- 5. Do not leave the wall locker unsecured even when leaving for a brief moment. This is a security violation.
- 6. Chairs in the rooms will be placed side by side behind the door 1" from wall and 6" between chairs.

2. **Facilities:**

- a. Hallways, adjacent floors, and landings-
  - 1. Swept, mopped, waxed (as necessary).
  - 2. No wax-build up.
  - 3. Walls will be free of markings.
  - 4. Water fountains will be clean and dry.
  - 5. Light fixtures will be wiped.
  - 6. Wing doors are to be **KEPT CLOSED** at all times.
  - 7. Stairs (inside) will be swept and mopped daily, Railings on the stairwell will also be wiped down daily.

- b. Laundry Rooms-
  - 1. Washing machines and dryers will be wiped down, inside and out daily.
  - 2. No clothes are to be left in the machines during the day.
  - 3. Lint filters will be cleaned daily before PT.
- c. Latrine-
  - 1. Sinks, urinals, showers, shower curtains, and toilets will be clean and dry on a daily basis before PT and formations.
  - 2. Soap dispensers will be filled as necessary.
  - 3. Mirrors will be cleaned and shined with no streaks.
  - 4. Shower curtains will be clean, dry, and fully extended.
  - 5. Window will be closed and clean.
  - 6. Toilets will be free of debris and will at all times have a roll of toilet paper. Always on the holder and never on the floor.
  - 7. Urinals will be flushed, clean and free of debris.
  - 8. Floor will be swept and mopped with a **VERY MILD AND DILUTED SOLUTION SUCH AS PINE SOL OR CLOROX.**
  - 9. All brass and chrome like items or fixtures will be clean and shined.
  - 10. Trash cans will be emptied and upright with a fresh trash bag. Wash the trash cans everyday.
- d. Supply Closet-
  - 1. As you face the supply closet the room to the immediate right of it is responsible for the supply closet.
  - 2. In the supply closet is a clipboard with the guidance on how to maintain it.
  - 3. Personnel responsible for the supply closet must inform the cadre if there are any shortages or problems.
  - 4. Basically everything within the supply closet must be kept clean and dress right dressed. **Brooms will be hung on the wall with no debris on the brush. Absolutely no mop or mop bucket is allowed to be stored in the supply closet.**
- e. Sink Closet-
  - 1. The room that is to the immediate front of the sink closet is responsible for the sink closet.
  - 2. The sink will be clean and dry daily.
  - 3. **Mops must be stored outside by the breezeway properly secured in the rack.**
  - 4. **NOTHING ELSE GOES IN THE SINK CLOSET. NOT EVEN CLEANING SUPPLIES.**

3. **Common Areas (outside):**

- a. Refer to the layout in order to know which platoon has what designated area.
- b. Each platoon has the responsibility to ensure that their area is in a high state of police, clean and organized as applicable.
  - c. Each area must be to standard before PT, before any movement formation and before lights out for that day.

ATZF-NCOA

SUBJECT: Academy Billets Standard Operating Procedure (SOP)

4. Recommendations to this SOP must be approved by the Commandant.
5. Point of contact is Alpha Company 1SG @ 702-3654 or Bravo Company 1SG @ 381-4102.

//Original Signed//  
ANNETTE JOSEPH  
CSM, USA  
Commandant

Encl  
Annex A – Preparation for Inspection

## **ANNEX A**

### **PREPARATION FOR INSPECTION**

The purpose of this section is to describe how each item is to be setup and displayed. Attention to detail is extremely important. Inspections will be conducted to ensure that these guidelines are being followed. The word right and left are used to describe placement of items as you stand in front of the wall locker and look into it. Each number item corresponds with the diagram on pg. 10 - 12.

### **WALL LOCKER DISPLAY**

**1. BERET/GARRISON CAP** – The beret will be displayed as worn with the front edge flush with the front edge of the top shelf. The flash will be facing the front of the wall locker with Distinctive Unit Insignia attached.

**2. BLACK GLOVES** – Black gloves will be displayed with palms facing together, fingers pointing toward the rear of the wall locker. The thumbs folded in and facing to the left. One pair of inserts will be placed inside of the leather shells as worn; the excess will be folded inward and flushed with the shells opening. The other pair of inserts will be placed on top of the shells and displayed in the same manner. The open end of the gloves will be flush with the front edge of the top shelf. Gloves will be centered between the necktie and the BDU/ACU caps. The black dress gloves will be placed directly behind the black work gloves and displayed in the same manner.

**3. BDU/ACU CAP** – The BDU/ACU cap will be displayed with the rank in place. The front of the bill will be flush with the front edge of the top shelf. The second BDU/ACU Cap will be placed directly behind the first BDU/ACU cap. BDU/ACU caps will be clean, serviceable and centered between the black gloves, and the Poncho.

**4. PONCHO** – The Poncho will be folded 6 inches by 16 inches. The smooth edge of the poncho will be flush with the front edge of the top shelf and the right edge will touch the right wall of the wall locker.

**5. BDUs/ACUs** – Uniforms will be displayed as worn. The top button of the jacket will be unbuttoned, and all other buttons will be fastened as worn. The jacket will be hung so that the front is to the left. Pants will be hung on the same hanger as the corresponding jacket so that the waistband falls to the left side of the hanger and the button fly to the front. \*No dirty uniforms, or uniforms with sleeves rolled up will be displayed.

**6. GORTEX JACKET** – The Gortex jacket will be displayed in the same manner as the BDU jacket. All buttons and strings will be fastened as worn.

**7. PHYSICAL FITNESS UNIFORM (PFU)/ IMPROVED PHYSICAL FITNESS UNIFORM (IPFU)** – The PFU/IPFU will be displayed the same as the above uniforms. The jacket will be zipped, hood drawstrings tucked in (if applicable), and the pants folded over the hanger with the front of the pants toward the front of the wall locker. The drawstring will be tied. Display PT both pair of shorts and shirts on a separate hanger in the same manner as the other uniforms. The word ARMY will face to the left.

**8. BATH ROBE** – The waist belt will be neatly tied. The opening of the robe will face to the left. When worn the robe must be long enough to reach the calf of the leg, must not be see through and must have an appropriate appearance.

**NOTE:** No pin-on insignia of rank is to be displayed on any hanging item in the wall locker. You are authorized to have sew-on or hook-and-loop rank as long as it is properly attached. Hanging extra uniforms is authorized as long as they are hanging with the corresponding uniforms, and do not create a crowded appearance. Hangers within each individual wall locker must be of the same style, color, and material. All uniforms in the wall locker will be clean, serviceable, and free of strings and laundry tags.

**9. LAUNDRY SOAP** – All laundry soap will be stored on the wall locker floor. They will be against the left wall, and centered between the front edge of the wall locker floor and the back wall of the wall locker. Floor wax will not be stored in the wall locker. It will be kept in the janitor closets.

**10. RUCKSACK WITH FRAME** - The rucksack will be displayed empty, clean, serviceable, and will be centered on the floor of the wall locker. The bottom of the rucksack will be flush with the front edge of the wall locker floor. All straps will be secure, and all snaps will be fastened. The back pad will be laid flat and not folded under. Extra coat hangers (no more than 5) will be stored underneath the rucksack.

**KEVLAR** - The Kevlar will be displayed with rank properly positioned, cover clean and properly secured, sweatband clean and properly fastened to the webbing, chinstrap clean with excess straps taped with OD Green tape, and the inside webbing clean. The Kevlar will be placed on top of the rucksack and centered. No foam pads or any other cushioning will be inside the Kevlar while displayed.

**LBE/LBV** - The LBE/LBV will be displayed over the Kevlar with belt buckled to the front around the Kevlar. The LBE will be displayed with the following equipment mounted: two ammunition cases, latched with three magazines in each; suspenders attached to the rear of the belt (centered) and to the eyelet on each ammunition case; first aid case (with dressing inside) attached to the left side of the belt when worn, right side up, between the buckle and ammunition case; canteen covers attached to the belt so they are located directly over the left and right hips when worn, canteen cup inside right canteen cover, canteens inside covers with canteen caps open.

The LBV will be displayed the same as the LBE, but without the ammunition cases. Magazines will be stored in the ammunition pouches on the LBV.

**11. PROTECTIVE MASK** – The protective mask will be clean, serviceable, and completely assembled. It will be displayed inside the carrier with the carrier shut. All straps will be tucked away and secured in their proper location. The carrier front will be flush with the front edge of the wall locker floor. The information window will be visible when viewed from above.

**12. DUFFLE BAG** – The duffle bag will be placed inside the wall locker on the left side, touching the rear wall of the wall locker. The duffle bag will be positioned upright with all excess equipment secured inside. **A lock will be placed on the duffel bag for security.**

**13. SLEEPING MAT** – The sleeping mat will be displayed on the top right side of the inside of the wall locker, with the leading edge flush with the bottom edge of the wall locker. The length of the sleeping mat will be parallel with the right outer edge of the wall locker. It will be rolled extremely tight with the loose ends down and strings tucked in.

## DRAWER DISPLAY

**14. PERSONAL DRAWER (top drawer)** – All items will be cleaned and displayed neatly without a cluttered appearance. Drawer will be secured with a lock.

**15. TOWELS (middle drawer)** – Fold towels lengthwise into thirds then fold approximately six inches in width with the smooth side up. The length of the towel (smooth edge) when folded will run along the side of the drawer. Place two towels next to each other in the left rear corner from left to right.

**16. PERSONAL HYGIENE KIT (middle drawer)** – Display the kit in the left front corner of the drawer. The kit and all items must be cleaned at all times. The personal hygiene kit will contain at least the following:

- a. Toothpaste.
- b. Toothbrush with case.
- c. Soap with soap dish.
- d. Razor with blade or electric razor.
- e. Shaving cream.
- f. Deodorant.
- g. Other personal items may be stored in the kit as needed.

**17. WASHCLOTHS (middle drawer)** – Washcloths will be neatly folded in half lengthwise then widthwise so that it forms a 4" X 4" square. Place two washcloths next to each other in the right rear corner from right to left. The smooth edges will be toward the front and left side of the drawer.

**18. WOOL SOCKS (middle drawer)** – Socks will be neatly rolled individually with the top edges of the sock rolled inward forming a collar. Make the collar is flush with the rest of the rolled sock. Place socks in the right front corner in two rows from front to rear with the opening of each roll facing upward.

**19. T-SHIRTS (bottom drawer)** – T-shirts will be neatly rolled six inches in length with the smooth edge up. No stiffeners or tape will be used. Male students will place the white t-shirt to the right of the brown t-shirts. The t-shirts will be placed in the left front corner from left to right.

**20. UNDERWEAR (bottom drawer)** – Underwear will be neatly rolled six inches in length and placed in the right rear corner from right to left with the smooth edge facing upwards.

**21. BRASSIERE (bottom drawer)** – Brassieres will be folded in half, one cup below the other. Tuck the straps beneath the inner cup and begin a new stack immediately adjacent to the other when necessary. No more than two stacks will be displayed.

**NOTE:** During inspections, the three drawers will be staggered as follows: the first drawer will be open three inches, the second drawer will be open six inches and the bottom drawer will be open nine inches.



## **BUNK DISPLAY**

**22. LAUNDRY BAG** – One laundry bag will be displayed on the end of the bunk facing the hallway. Tie the bag to the top wooden frame bar or the middle wooden frame bar of the head board (whichever faces the wall locker). Ties should cross each other in the front, and the loose ends will be tucked behind. Guidance on proper display will be provided. Laundry may be placed inside the displayed laundry bag until it is halfway full. Sufficient laundry facilities are supplied and will be utilized.

**25. TOWEL AND WASHCLOTH DISPLAYED ON BUNK** – The towel and washcloth will be displayed on the end of the bunk facing the wall locker and on the same board as the laundry bag. This will be the towel and washcloth used for personal hygiene that morning. To the left of the laundry bag will be a towel folded in thirds and to the right will be a washcloth folded in half with the opening towards the window.

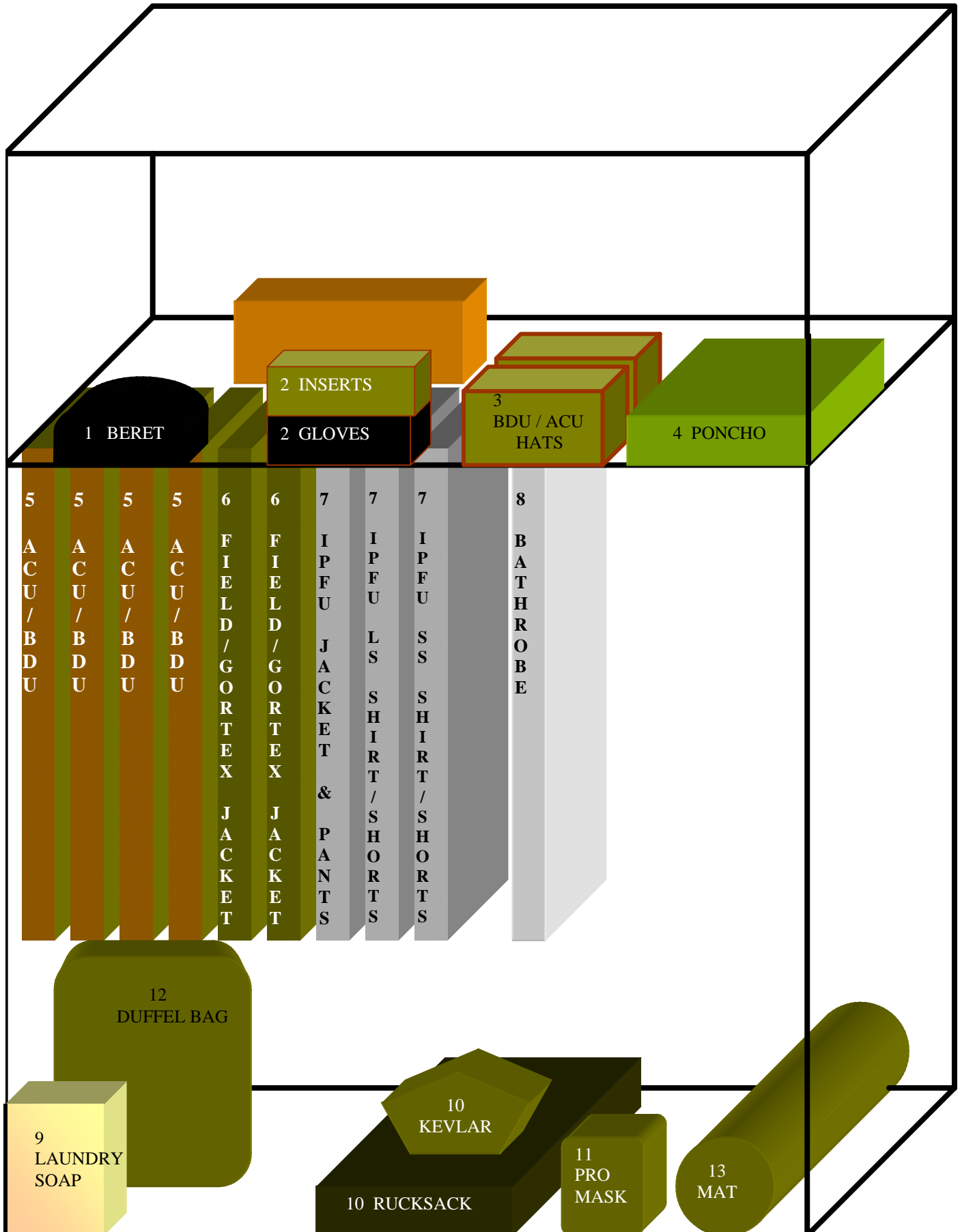
**26. FOOTGEAR** – Starting at the end of the bunk closest to the wall locker; students will display footgear in one straight-line flush with the inner edge of the bedpost. The order of footgear will be: All leather boots, running shoes, and shower shoes. Jungle boots or cold weather boots will not be displayed, they will be kept in the duffel bag. While conducting PT, the second pair of boots will be next to the other pair of boots. All shoelaces will be pulled tight, tied, and tucked in on displayed footgear. The bunk closest to the door will have the footgear facing the window. All other bunks will have theirs facing the door.

**27. BUNK** - The bunk will be made with the blanket corners at a 45-degree angle. The US will not be showing on the blanket. The pillow will be placed under the top sheet and blanket. The dust cover will be placed over the pillow folded in half lengthwise and the smooth edge toward the center of the bunk. The smooth edge will be aligned with the fifth spring of the bunk where it connects to the metal frame. The bunk will be free of lint and dirt and will fit tightly around the mattress. The head of the first bunk will be towards the door; the head of the second bunk will be towards the wall; the head of the third will be towards the wall locker and the fourth will be toward the wall.

When **linen exchange** is conducted the mattress cover will be pulled tight so that it is wrinkle free. If time is not allotted to make the bunk, the new blankets, sheets, pillowcase and pillow will be displayed at the end of the bunk closest to the door stockade as follows: blanket, sheet, blanket, sheet, and pillow centered on the stack with the pillowcase folded in thirds lengthwise and wrapped around the pillow and centered. Fold the blankets and sheets equal in length to each other and equal in width to the width of the pillow.

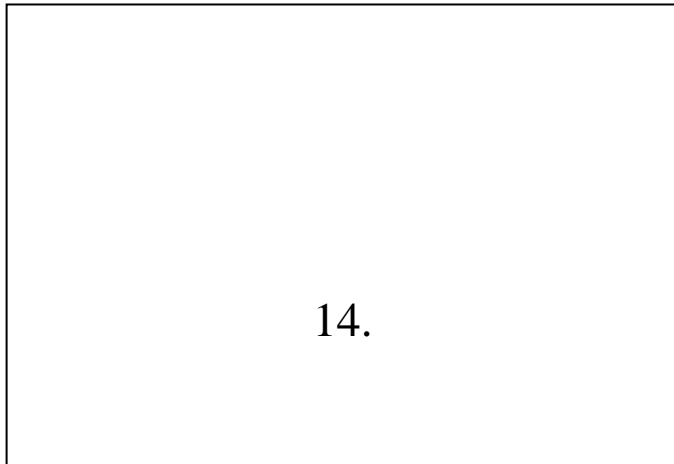
**When leaving the room, turn off the light and leave the door open!**

# WALL LOCKER DISPLAY



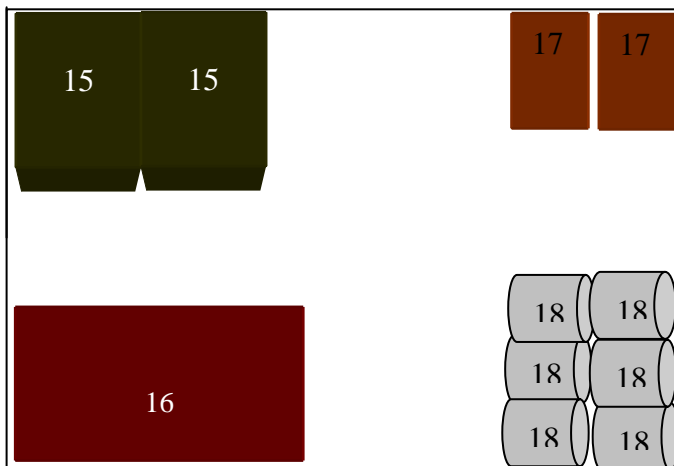
# DRAWER DISPLAY

## TOP DRAWER



14. PERSONAL DRAWER

## MIDDLE DRAWER



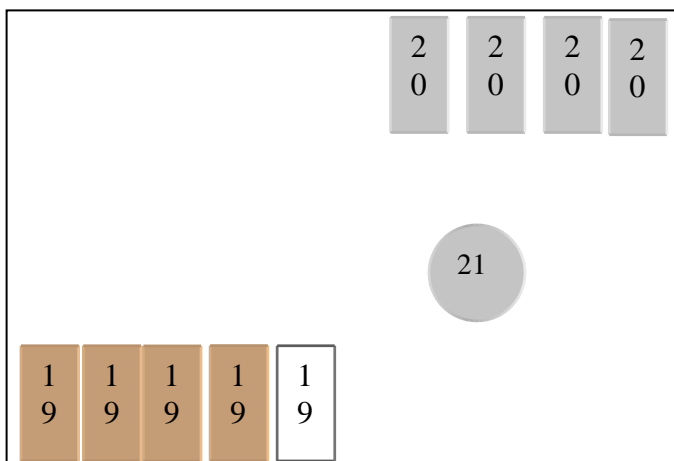
15. TOWELS

16. PERSONAL HYGIENE KIT

17. WASHCLOTHS

18. SOCKS

## BOTTOM DRAWER



19. T-SHIRTS (4 Brown/1 White)

20. UNDERWEAR

21. BRASSIERES

# ROOM DISPLAY

3 Drawer Chest

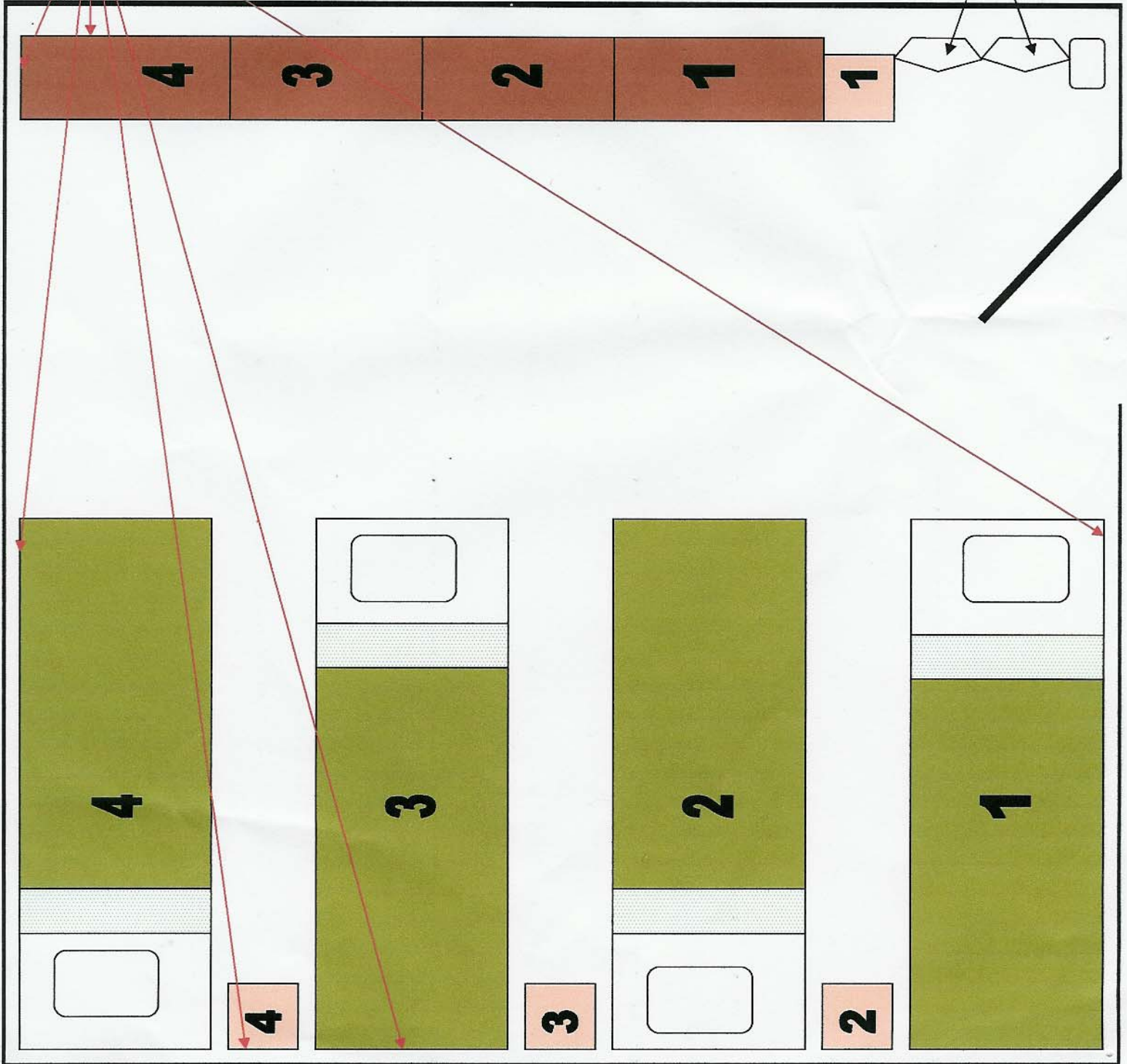
Wall Locker

Bunk



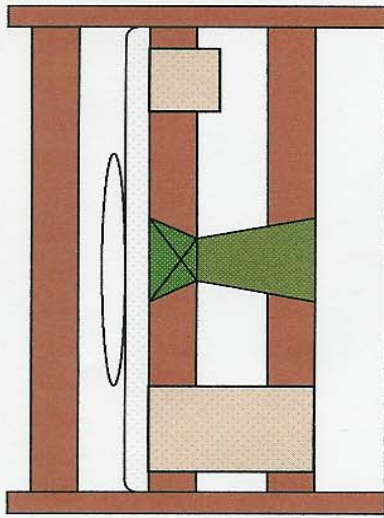
6 inches from wall

Chairs 2 each



# BUNK DISPLAY

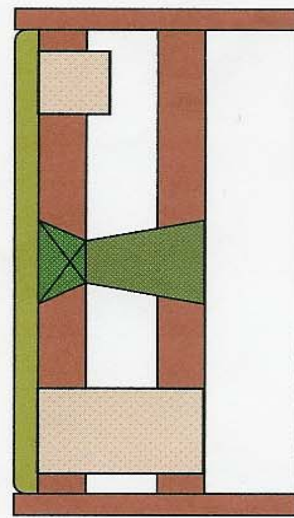
Head of Bed



**TOWEL**   **LAUNDRY BAG**   **WASHCLOTH**

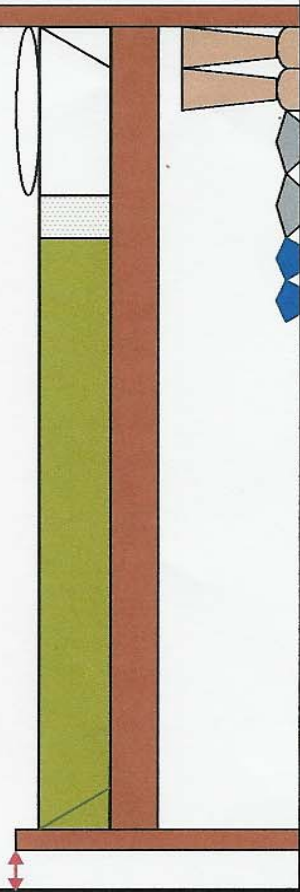
1. Towel will be 3 fold and 1 inch from left bed post; opening will face to the center.
2. Laundry Bag will be 3 fold and centered between bed post; strings will be tied and excess will be tucked in as shown.
3. Washcloth will be 2 fold and space 1 inch from right bed post; opening will face to the center.

Foot of Bed



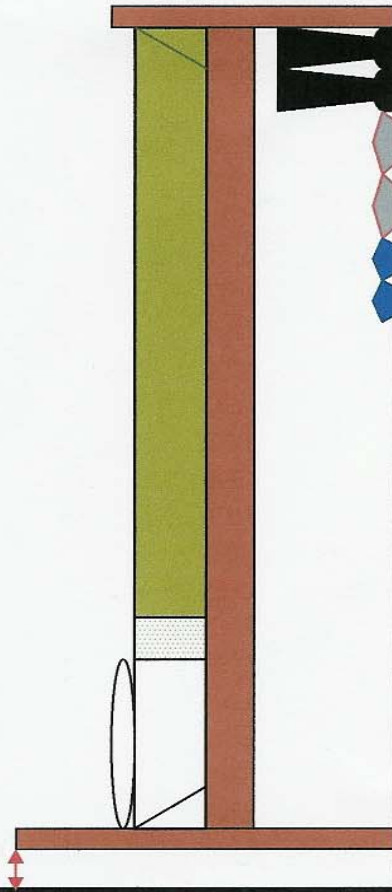
**TOWEL**   **LAUNDRY BAG**   **WASHCLOTH**

6 Inches from Wall



Shower Shoes   Running Shoes   Military Boots

6 Inches from Wall



Shower Shoes   Running Shoes   Military Boots



# **BILLETS STANDARD**

## **NCO ACADEMY**



- Bunks will be arranged in a head to toe fashion
- Bunks and three drawer chests will be placed six inches from walls and evenly spaced through out the room
- Inspection sheet will be placed in center of bunk slightly under cuff

"Train the Best, to Lead the Best"

# NCO ACADEMY



- Towel will be tri-folded and placed on left side of foot board one inch from the post
- Wash cloth will be bi-folded and placed on right side of foot board one inch from the post
- Laundry bag will be neatly folded and tied in a crossed over fashion in the center of the foot board

"Train the Best, to Lead the Best"

## NCO ACADEMY



- Towel will be tri-folded and placed on left side of head board one inch from the post
- Wash cloth will be bi-folded and placed on right side of head board one inch from the post
- Laundry bag will be neatly folded and tied in a crossed over fashion in the center of the head board

"Train the Best, to Lead the Best"



# NCO ACADEMY



- Blanket will be placed fourteen inches from head of mattress and free of lint and dirt
- Top sheet will be folded twice over the green blanket six inches
- Opening in pillow case will be folded over and facing window
- US insignia on blanket will be placed to the inside
- Shoe display will be on line with bunk, as worn, free of dust and in the order seen above
- Both blanket and sheets will have forty-five degree hospital corners

"Train the Best, to Lead the Best"

## NCO ACADEMY



- Window and blinds will stay closed at all times
- Window, sill, and blinds will be cleaned and wiped down daily

"Train the Best, to Lead the Best"

## NCO ACADEMY



- Chairs will be placed side by side, six inches from wall, and next to the door
- Trash will be taken out prior to first formation and can will be placed inverted with clean bag placed in it

"Train the Best, to Lead the Best"

# NCO ACADEMY



- Contents of chests will be dress-right-dress and well organized
- At no time will any high dollar items or money be placed in these chests
- Radios, walkmans, laptops will be secured at all times  
When not in use

"Train the Best, to Lead the Best"